

FALL 2002 SHBP OPEN ENROLLMENT MILESTONE CHART for Biweekly State Employers

Note: If the event is underlined, you should be accomplishing the event.

<u>PROJECTED DATE</u>	<u>EVENT</u>
August 30	Initial Open Enrollment paycheck message to employees.
Early September	Open Enrollment Rate Letter mailed to employers with samples of <i>Plan Year 2002 Rate Chart</i> and <i>Health Capsule</i> newsletter.
September 12–27	<i>SHBP Summary Program Description</i> and <i>Comparison Charts</i> shipped to employers. <u>Distribute to employees.</u>
September 13	Tax\$ave Open Enrollment paycheck message to employees with reminder of SHBP Open Enrollment dates.
September 27	Open Enrollment paycheck message to employees. <u>2003 Health and Dental Rate Charts and Health Capsule newsletter distributed with payroll.</u>
October 1	<u>Open Enrollment Begins.</u>
October 11	Open Enrollment “reminder” paycheck message to employees.
October 25	Open Enrollment “last chance” paycheck message to employees.
October 31	<u>Open Enrollment Ends.</u>
November 8	<u>Employer certified applications due at the Health Benefits Bureau.</u>
November 30	<u>Begin required deductions for State employees (start of pay period #26 – check date December 20).</u>
December 28, 2002	Open Enrollment changes effective.